



City of Cincinnati Board of Health Finance Committee

Wednesday, October 18, 2017

Room 324

Mr. Ronald Robinson, Chair of the Board of Health Finance Committee, called the October 18, 2017 finance committee meeting to order at 4:05.

Roll Call

Board of Health members present: Ronald Robinson

City of Cincinnati Primary Care (CCPC) Board members present: Robert Brown,
Ashley Colmenero

Senior Staff present: Marilyn Crumpton, Robert Schlanz, and Camille Jones

Topic	Discussion	Action/Motion	Responsible Party
Approval of Minutes	The Committee Chair asked the Committee members if everyone had the opportunity to review the minutes. The committee members responded affirmatively.	The Committee approved and accepted the minutes as distributed.	Ronald Robinson
Review of Contracts for the 10/24/17 BOH Meeting	Mr. Robinson asked that the discussion begin with a review of the current situation with the Social Impact Consulting contract. Mr. Schlanz explained that one of the processes that CHD must now follow per the City Manager and Purchasing is that CHD must comply with Administrative Regulation 23 which requires all City Departments to use an "open and fair competitive process (e.g. Requests for Proposals) to ensure that quality services will be provided at fair market		Ronald Robinson

	<p>price”. He went on to explain that if a department has a vendor that they believe is the only one in the region that can provide a specific service, the department may request a waiver of the requirements of Administrative Regulation 23. In the case of Social Impact Consulting, the expertise of Angie Hartman is so specific that she is the only one who can provide them so the department requested a waiver. The City Manager then came back and specified that in this case and the case of Santa Maria Community Services that CHD should instead follow the procedures for a Sole Available Source direct award instead of a waiver. CHD followed the City Manager’s instructions and resubmitted the paperwork. The City Manager approved both vendors as Sole Available Sources and sent his approval to the Purchasing Department who created a purchase order for each.</p> <p>Mr. Schlantz then presented the three contracts that are scheduled to go to the BOH in October.</p> <ul style="list-style-type: none"> • Complete Wellness and Associates This is an amendment to a payable contract adding \$ 24,000.00 to the contract and extending the term to 6/30/18. The funds to 	<p>Mr. Robinson objected to the process and said that the BOH would like to review this situation before the purchase order is executed.</p>	<p>Robert Schlantz</p>
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	<p>pay for this are pass through funds that come from HRSA to Xavier and then to CHD.</p> <ul style="list-style-type: none"> The Health Collaborative This is a grant of up to \$51,626.46 for five years from the Department of Health and Human Services to fund a program to screen community-dwelling participants for health related social needs, provide referrals and track navigation. Hamilton County Solid Waste Management District This is a grant of up to \$68,911.00 to reimburse CHD for certain inspections like composting, transfer stations, closed landfills, open dumping and scrap tire transporters for a period of one year. 	<p>The Committee asked for clarification on some points of the contracts and then made a recommendation to approve all three.</p>	
Financial Reporting Format	<p>Mr. Schlantz presented his ideas to the Committee on how new financial reports could be provided to the boards and the committee. In order to provide the requested reports by month per health center, Mr. Schlantz suggested purchasing/leasing a new financial reporting system that could be used when the City system closes every month which is typically 10 days after the end of the</p>	<p>The Committee recommended that Mr. Schlantz look at possible financial reporting systems and reach out to his peers at other FQHCs functioning as public entities and see what is being used and share that information with the Committee.</p>	Robert Schlantz

	<p>month. The Committee discussed the suggestion and had questions about which systems are currently used and the viability of using excel to provide the reports. The Committee also discussed the components that would be needed in a new system. Mr. Schlantz explained the history of financial reporting at CHD and why we use the current financial reporting system.</p> <p>Mr. Schlantz said that in addition to the new financial system, another staff person would be needed as well to generate the twenty-six reports per month. He said that he plans to hire an accountant to assist with this project and to build capacity within the Finance Section since several of the current accountants will be retiring over the next five years.</p> <p>Mr. Robinson then asked if we had health center specific information that was currently available and Mr. Schlantz said we do have OCHIN reports that are generated by site and by provider. He explained that these include productivity reports and reports of total visits. He added that these are the reports that Dr. Gonzales shares with the Board of Health. The group discussed these reports and the info available from OCHIN and requested training on OCHIN reporting.</p>	<p>The Committee Chair clarified that the recommendation from the Committee is that CHD goes forward with the purchase/leasing of a new financial reporting system and OCHIN training to establish the standard of new financial reporting and then set that standard for month after month reporting.</p>	
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Medicaid A/R Status	Mr. Schlantz reviewed the email that he had sent out Friday and Dr. Crumpton had commented on and forwarded to both boards on Sunday night. The email explains the delay in Medicaid payments due to a delay by Ohio Medicaid in processing cost reports for FQHCs and the steps taken thus far by CHD staff to resolve the issue. The payment should have been received by CHD in January 2017 but Medicaid has now promised to make this lump-sum payment in November 2017.		Robert Schlantz
Strategy for Funding Cuts	Mr. Schlantz explained that the hope is that the Medicaid money is received by January of 2018 and then there will be no need for funding cuts early in the year if other grant money is cut.		Robert Schlantz
2018 Budget Update	Mr. Schlantz explained that since this is an election year, the budget office has not yet released the calendar for the 2018 budget process. They are expected to do so after the election in November.		Robert Schlantz

Meeting Adjourned 5:02 p.m.

Next Meeting: December 6, 2017 at 3:00p.m.

Minutes prepared by Vicky Minnich